




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 03-114	PAGE NUMBER 1 of 3
		SUBJECT: STAFF SKILL DEVELOPMENT: Basic Safety and Security Training for SRS staff	
Approved By:  Secretary of Corrections		Original Date Issued: 01-07-94	
		Current Amendment Effective: 08-29-08	
		Replaces Amendment Issued: 04-21-02	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 09-19-11	

POLICY

KDOC facilities located on Department of Social and Rehabilitation Services (SRS) property at Larned and Osawatomie shall provide Basic Safety and Security Training to SRS Safety and Security Officers in conformance with a joint memorandum of agreement entered into by the Secretaries of Corrections and Social and Rehabilitation Services, and in conformance with the provisions of K.S.A. 76-12a17.

DEFINITIONS

None.

PROCEDURES

I. Basic Safety and Security Training Course Content

A. In conformance with the Basic Safety and Security Training course contents established under joint agreement between the Secretaries of Corrections and Social and Rehabilitation Services, training on the following topic areas shall be delivered by KDOC facility training staff:

1. Self-Defense;
2. Use of Communications Equipment;
3. Emergency Preparedness;
4. Sexual Harassment;
5. Cultural Awareness;
6. Stress Awareness/Management;
7. Drug Identification and Investigations;
8. Crime Scene Preservation;
9. Key Control;

10. Bombs/Terroristic Threats;
11. Gangs; and,
12. Interpersonal Relationships.

II. Program Administration

A. KDOC facility staff development officers/coordinators shall:

1. Provide the training required by pertinent procedures of this policy to designated SRS Safety and Security Officers.
 - a. This training shall be provided at KDOC facilities as part of regularly scheduled Basic Corrections Officer Training courses rather than as a separate course of instruction.
2. Issue a certificate of completion for the Basic Safety and Security Course to SRS Safety and Security Officers upon receipt of certification from SRS that the officers have completed training in both the topic areas identified in procedure Section I.A. of this IMPP, as provided by KDOC facility staff development officers/coordinators, and, those topic areas to be provided by SRS training staff as follows:
 - a. Mission, Philosophy and values of SRS;
 - b. Mandt Training;
 - c. First Aid;
 - d. Cardio-Pulmonary Resuscitation;
 - e. Patient Vehicular Transport;
 - f. Crime Prevention;
 - g. Use of Seclusion;
 - h. Utility Shut Down Procedures;
 - i. Medical Records/Privacy/Confidentiality;
 - j. Traffic Control and Enforcement;
 - k. Use of Telephone Device for the Deaf;
 - l. Firefighter Training;
 - m. Use of Therapeutic Restraints;
 - n. Hazardous Materials;
 - o. Search and Seizure;
 - p. Missing Persons Reports;
 - q. Report Writing;
 - r. Fire and Safety Inspections;

- s. SRS Legal Issues; and,
 - t. SRS Security Procedures.
3. Transfer individual training records pertaining to SRS Safety and Security Officers to designated SRS officials upon completion of the Basic Safety and Security Course and the issue of the certificate of completion.
- B. As part of the joint memorandum of understanding, KDOC facility staff skill development officers/coordinators shall expect appropriate SRS staff to:
- 1. Identify SRS Safety and Security Officers requiring attendance at the Basic Safety and Security Course;
 - 2. Coordinate with KDOC staff skill development officers/coordinators to schedule the attendance of trainees;
 - 3. Provide, or coordinate for, delivery of training in the topic areas for which the joint memorandum of understanding requires SRS training staff to be responsible, and as enumerated in pertinent procedures of this policy;
 - 4. Furnish KDOC facility staff skill development officers/coordinators with written certification as to the completion of SRS provided training by SRS Safety and Security Officers; and,
 - 5. Maintain the individual training records for SRS Safety and Security Officers based upon receipt of these records from KDOC facility training staff.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

DOC-SRS Memorandum of Understanding
IMPP 03-104

ATTACHMENTS

None.